

Executive Host Information 2005
Placement Week November 15-19, 2004

Office Name: Science Advisory Board

Position Title: Program Analyst

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	x
6-10	
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	x
No	

If yes, how many? 4

If fellow is currently on assignment, please provide contact information.

Name	Nicolas Alvarado
Tel	301-713-9121 ext 107
Email	Nicolas.Alvarado@noaa.gov

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	x
No	

Organizational Overview

Mission Statement:

The NOAA Science Advisory Board (SAB) is the only Federal Advisory Committee that has the responsibility of advising the NOAA Administrator on long- and short-range strategies for research, education, and the application of science to resource management and environmental assessment and prediction.

Brief Overview of Your Office's work:

The SAB is a diverse external advisory committee composed of eminent scientists, engineers, resource managers and educators convened to address the full breadth of NOAA's responsibilities (see www.sab.noaa.gov for Board members). The SAB assists NOAA in maintaining a complete and accurate understanding of marine science and policy issues critical to the agency's mission as well as provide advice on the future direction of marine science, research and education in NOAA. Organized around approximately 3 SAB meetings per year, the Office ensures that the SAB provides timely and thoughtful advice to NOAA by supporting the activities of the SAB and its members. The SAB also conducts external reviews of NOAA laboratories, joint institutes, and science programs and collaborates with the NOAA Research Council in establishing NOAA research policies and guiding NOAA in the implementation of research policies. The Office of the Executive Director of the SAB supports the SAB

by collecting, organizing, analyzing, and delivering information to the SAB, its members, and to NOAA and by making logistical arrangements for the meetings.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

NOAA Research Council
All NOAA Line and Staff Offices
NOAA Goal & Program Managers (including Habitat Restoration, Corals, Ecosystem Research, Hydrology, Climate, etc.)
NASULGC, CORE, AMS

Assignment Description.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	x
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	x
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	x

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong written/oral communication skills
MS Power Point, MS Word, MS Excel
Word Perfect

The Sea Grant Fellow position with the SAB is dynamic and exciting. As an assistant to the Executive Director of the SAB, you will be exposed to the highest levels of management at the National Oceanic and Atmospheric Administration and will be part of NOAA's development of atmospheric and marine science policy. You will participate in meetings, hearings and events as a representative of NOAA and the SAB. In working with the NOAA Science Advisory Board, you will work personally with the members of the SAB, the NOAA Research Council, and senior NOAA management to develop NOAA science policy. You will work with the Executive Director to analyze NOAA science programs, the relationship with and impacts of national programs and policies on NOAA science policy and programs, develop background materials for the SAB and its members, coordinate SAB activities, and communicate with NOAA line offices and programs and the external science community. Since the Office is located in

the OAR Office of Weather and Air Quality (OWAQ), and the Executive Director is also the OWAQ Director, as a collateral duty you may help to develop weather, water and air quality programs that meet the needs of the ocean and coastal resource managers and policy makers. In your position, you will: develop and improve your communication and analytical skills; network with important Federal, academic, NGO, and private sector individuals; and draft marine and science policy documents. There is a great deal of flexibility and opportunity in defining your duties to capitalize on your knowledge, experiences and interests. You will be expected to execute directed assignments with creativity, skill, and independence. There will also be ample opportunity to pursue projects and participate in activities that match your own professional interests and ambitions.